

Application Scoring Summary

Scoring System

If an application satisfies all applicable requirements, it will be evaluated and scored based on:

- Constituency Served: 36 possible points
- Activity Design 14 possible points
- Organizational Capacity 13 possible points
- Readiness to Proceed: 16 possible points
- Market: 20 possible points
- MBE/WBE Participation: 1 possible points
- Total 100

No award shall be made to any applicant that scores below a total of 50 points.

1. Constituency Served

If the proposed study or development intends to serve or consider the needs of the following populations, points will be awarded in accordance with the following list:

A. Income Category Targeting (maximum of 3)

Points available to all Housing Needs Assessment applicants.

Points available for Feasibility Study, CHDO Loan or LIHTF Loan applicants with developments that are for a non-homebuyer activities.

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|--|-----------|
| 1. Less than or equal to 30% of area median income | 10 points |
| 2. 31%-40% of area median income | 8 points |
| 3. 41%-50% of area median income | 6 points |
| 4. 51%-60% of area median income | 4 points |

B. Income Category Targeting (maximum of 3)

Points available for Feasibility Study, CHDO Loan or LIHTF Loan applicants for homebuyer activities.

- | | |
|---------------------------------|-----------|
| 1. 51-60% of area median income | 10 points |
| 2. 61-70% of area median income | 8 points |
| 3. 71-80% of area median income | 6 points |

C. Special Needs Population Targeting (maximum of 3 categories for 12 points)

(See Definitions in Appendix A for a description of each special needs group.) 4 points each

1. Homeless/Transitional
2. Persons with Disabilities
3. Persons with a Mental Impairment
4. Single-Parent Households
5. Elderly
6. Migrant/Seasonal Farm Workers

Maximum Number of Points	36
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2. Activity Design

A. Creative Citizen Participation

Applicant has demonstrated that it will use creative and effective means to solicit comments from and involve citizens and potential beneficiaries. Applicants should have multiple methods for soliciting input for their potential program/development. Means of advertising, collaboration with other service providers, methods of promotion or marketing, development specific surveys, meetings times, places, and dates will be evaluated.

7 points

B. Other Government Participation

Points available only for CDBG applicants.

Activity or development has received written approval for local government funding for the activities funded under this award (not for any subsequent development that results from this award). Letter of commitment should be provided in TAB E.

7 points

C. Letter of Support

Points available only for CHDO and LIHTF applicants.

Applicant has received a letter supporting the specific housing activity from the highest elected official of each local unit(s) of government (i.e., city, town, or county) in which the housing activity will be located. If a site has not yet been identified, the letter should go to the county commissioners of the county in which the housing activity will be located, unless the applicant knows that the housing activity will be limited to a city or town. In that case the letter would go to the mayor or town council president for the identified city or town. The letter must have been sent no more than 12 months prior to the application deadline. The letter should be placed in TAB F. If the housing activity is for a multi-jurisdictional effort, the applicant must include a letter of support from the chief elected official of each city, town, and/or county served.

7 points

Maximum Number of Points	<u>14</u>
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3. Organizational Capacity

A. Full-Time Staff

Points will be awarded if the applicant or subrecipient has demonstrated that they have at least one full-time, paid staff person dedicated to housing activities.

7 points

B. Current Ratio

Points available only for CHDO and LIHTF applicants.

Applicant will receive points if the following financial benchmark has been achieved. The applicant must provide a copy of their most recent tax returns filed with the IRS in TAB G, to determine if they meet these criteria.

6 points

Current Assets to Liabilities Ratio that is greater than 200% as defined by:

$$\frac{\text{Current Assets}}{\text{Current Liabilities}} = >200\%$$

C. Comprehensive Plan

Points available only for CDBG applicants.

Points will be awarded if the applicant has had a comprehensive plan completed within the last 10 years. To receive points the plan must address housing issues. A copy of the pertinent sections addressing housing, along with the cover page and pages showing publication date, must be included in TAB G of the application for points to be awarded.

6 points

Maximum Number of Points	<u>13</u>
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4. Readiness to Proceed

IHFA encourages applicants to expend funds in an effective and efficient manner and will provide points for the following:

- A. Third-party contracts required to complete the activity/development have been properly procured or the applicant or subrecipient intends to implement award activities. 7 points
- B. Applicant, subrecipient, or administrator's paid staff or board of director's member has participated in the following trainings within the last 12 months:
 - IHFA Application Workshop 3 points
 - IHFA Start-Up Training 3 points
 - Other housing development-related training (e.g., IACED-sponsored training, IDOC Grant Administrator certification, or others as applicant describes in the application) 3 points

Maximum Number of Points	<u>16</u>
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5. Market

- A. Qualified Census Tract or Federally Declared Disaster Area
Development is located in a "qualified census tract" of a metropolitan or non-metropolitan statistical area or a Federally declared Major Disaster Area as designated by the Federal Emergency Management Agency for flooding, a tornado, or fire occurring in the 3 years prior to application submission. In order to receive points for a Major Disaster Area, the proposed activity must be located on a site that was directly affected by the disaster, and the applicant must provide documentation from a qualified official verifying this fact. If the site address(es) is known, please provide a list in TAB H of the application. 7 points
- B. Economic Factor
County economic factor as computed in Appendix C. 6 points
- C. Existing Structures
Point available only for Feasibility Studies, CHDO Loans or LIHTF Loans. 7 points
 - 1) Development utilizes vacant structure for housing, regardless of the location, rehabilitates existing housing stock, or develops vacant lots in existing neighborhoods in an incorporated area for more than 50% of the units. **OR**
 - 2) Development will utilize historic tax credits or the development contains units that are a historic resource. (Please provide a letter from the Department of Natural Resources, Division of Historic Preservation and Archeology, or other appropriate support documentation as evidence of either in TAB I.) **OR**
 - 3) Development is a Federally assisted low-income housing development with at least 50% of its units in danger of being removed by a Federal agency from the low-income housing market due to eligible prepayment and conversion or financial difficulty. Applicant must include documentation from the Federal agency that will no longer be assisting the development, and must include an explanation as to why assistance is no longer available in TAB I. Such developments include, but are not limited to, the following:
 - a. Preservation-eligible developments under Title II Emergency Low Income Housing Preservation Act of 1987 (ELIHPA) or Title VI Low Income Housing Preservation Act of 1990 (LIHPRHA),
 - b. Developments with expiring Section 8 contracts, regardless of whether the owner has given notice of its intent to allow such contracts to expire,
 - c. Developments with HUD-held mortgages,
 - d. Troubled developments with that received assistance through the USDA Rural Development (RD) office. Applicants must provide a letter from the RD office that

details the current situation for the development, and explains the need for housing subsidy in TAB I, and

- e. Developments participating in the HUD Portfolio Reengineering Program. Applicants must provide a letter of eligibility from HUD and be assigned a Participating Administrative Entity (PAE).

D. First Housing Needs Assessment

Points available only for Housing Needs Assessments.

Application is for the first housing needs assessment for the proposed geographic area to be funded by IHFA.

7 points

Maximum Number of Points	<u>20</u>
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6. Minority or Women Business Enterprise Participation

The following points shall be awarded if such an entity materially participates in the development (e.g. as a consultant, application preparer, administrator, etc.), professional services. In support of the MBE/WBE categories below, you **must** submit the following with your application in TAB J: all applicable development, management, and contractor agreements (complete with fee structure), and the names and addresses of all owners and their respective affiliation(s).

A. Minority Business Enterprise (MBE) Participation

For applicants using third-parties, IHFA will award 1 point when a Minority Business Enterprise has been chosen. Minority Business Enterprise means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States citizens and (b) members of a racial minority group, as evidenced by certification from the Indiana Department of Administration, Office of Minority Development. (IHFA understands that this Department does not issue certifications for housing. However, the certification from this Department is acceptable.) “Owned and controlled” means having: (a) ownership of at least 51% of the enterprise (stock of a corporation; interest in a limited liability company; or general partner of a limited partnership), (b) control over the management and being active in the day to day operation of the business, and (c) an interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

1 point

OR

B. Women Business Enterprise (WBE) Participation

For applicants using third-parties, IHFA will award 1 point when a Women Business Enterprise has been chosen. Women Business Enterprise means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States citizens and (b) female in gender, as evidenced by certification from the Indiana Department of Administration, Office of Minority Development. (IHFA understands that this Department does not issue certifications for housing. However, the certification from this Department is acceptable.) “Owned and controlled” means having: (a) ownership of at least 51% of the enterprise (stock of a corporation, interest in a limited liability company, or general partner of a limited partnership), (b) control over the management and being active in the day to day operation of the business, and (c) an interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

1 point

Maximum Number of Points	<u>1</u>
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Notwithstanding the point ranking system set forth above, IHFA reserves the right and shall have the power to allocate funds to a development irrespective of its point ranking, if such intended allocation is: (1) in compliance with applicable statutes; (2) in furtherance of promoting affordable housing; and (3) determined by IHFA’s Board of Directors to be in the interests of the citizens of the State of Indiana.

Assistance may be provided in the form of grants or loans; however, funds will be awarded only in amounts appropriate to the scope of the identified need. IHFA reserves the right to determine the exact amount and type of assistance needed for each individual housing activity.